



European Society of Gastrointestinal Endoscopy

Working together in endoscopy to achieve optimal patient care.

We Are Hiring: Office & Executive Assistant

30 hours/week or by agreement • Munich, Germany • Hybrid working

About ESGE

The European Society of Gastrointestinal Endoscopy (ESGE) is an international medical association representing 46 national endoscopy societies across Europe, the Mediterranean, and North Africa, as well as more than 6,000 individual members.

Our mission is to advance the quality of gastrointestinal endoscopy through education, innovation, research, and the dissemination of scientific knowledge. ESGE develops clinical guidelines, educational programmes, training initiatives, and scientific events that support healthcare professionals worldwide.

The ESGE Office in Munich coordinates the society's activities and supports a broad range of scientific, educational, and congress-related projects. Our flagship annual congress, ESGE Days, attracts more than 6,000 onsite and online participants annually.

The Opportunity

Do you enjoy creating structure, keeping an office running smoothly and helping others succeed? This position is ideal for someone who thrives in a varied, people-oriented role.

As our Office & Executive Assistant, you will become the organisational backbone of the ESGE Office. You will support the Executive Director and the international team, coordinate day-to-day office operations, ensure an excellent service experience for our members and partners, and help create a welcoming, efficient and professional working environment.

Your Key Responsibilities

- Coordinate the day-to-day administration of the ESGE Office in Munich.
- Manage office supplies, equipment, orders and relationships with landlords, building management, technicians and external suppliers.
- Maintain the ESGE membership database and support membership administration.
- Answer general enquiries from members, physicians and partners, resolving requests or forwarding them to the appropriate colleague.

- Organise incoming and outgoing mail, courier services and international shipments.
- Arrange travel and accommodation for the ESGE team, ESGE Executive Committee and invited guests.
- Provide executive assistance to the Executive Director, including meeting coordination, calendar support and preparation of presentations and documents.
- Manage the office telephone and general correspondence.
- Coordinate filing, document management and administrative records.
- Organise internal meetings, workshops and team events.
- Contribute to a positive, welcoming office culture and support colleagues whenever needed.
- Provide general administrative support across multiple ESGE projects.

Your Profile

- You are a proactive, highly organised and service-minded professional who enjoys working with people, keeping things organised and taking ownership.
- Very good English and very good German language skills, both written and spoken.
- Completed commercial education or comparable qualification.
- First experience in office management, executive assistance or administration.
- Excellent organisational and multitasking skills with strong attention to detail.
- Confident using Microsoft 365 (Outlook, Word, Excel, PowerPoint and Teams).
- Comfortable working with databases and digital tools.
- Professional, friendly and confident communication skills.
- Reliable, discreet and able to handle confidential information.
- A hands-on attitude and genuine willingness to support colleagues.

What We Offer

- A meaningful position within one of Europe's leading international medical societies.
- A collaborative, supportive and international working environment.
- A modern office in Munich with hybrid working (up to two home-office days per week after onboarding).
- Varied responsibilities with a high level of autonomy.
- Competitive compensation based on experience.



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Employment Details

- Start date: By agreement
- Working hours: 30 hours per week (or by agreement)
- Location: Munich, Germany
- Employment: Permanent part-time position

How to Apply

If you believe you would be a great fit for this role, we would be delighted to hear from you. Please send your CV and a one-page motivation letter in English to:

Jennifer Haas
Executive Director, ESGE
jennifer.haas@esge.com

Please note that only complete applications submitted by email to jennifer.haas@esge.com, including both a Curriculum Vitae (CV) and a motivation letter, will be reviewed and responded to.

Applications will be reviewed on a rolling basis until the position has been filled.